

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER WK4TM96255N010		PAGE 1 OF 21	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER W912PG-07-T-0074	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME JOS HOES				b. TELEPHONE NUMBER (No Collect Calls) 0981 183 934	
9. ISSUED BY RCO FRANCONIA SUB-OFFICE ANSBACH, BLEIDORN HOUSING AREA, BLDG 5083 ANSBACH 91522 TEL: 468-7956 / 0981-183-939 FAX: 468-7902 / 0981-183-902		CODE W912PG		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO USAG ANSBACH, STAFF CHAPLAINS OFFICE CH (LTC) LARRY BLUM KATTERBACH CHAPEL, BLDG. 5819 KATTERBACH HELIPORT ANSBACH-KATTERBACH 91522 TEL: 467-2785 FAX:		CODE WK4TM9		16. ADMINISTERED BY CODE			
17a. CONTRACTOR/OFFEROR CODE FACILITY CODE TEL.		18a. PAYMENT WILL BE MADE BY CODE					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE						
25. ACCOUNTING AND APPROPRIATION DATA					26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>0</u> COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)		31c. DATE SIGNED	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:			

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS (CONTINUED)				PAGE 2 OF 21	
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____					
32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER		34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR		36. PAYMENT
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT 41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42a. RECEIVED BY <i>(Print)</i>		
			42b. RECEIVED AT <i>(Location)</i>		
			42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS	

Section SF 1449 - CONTINUATION SHEET

SOLICITATION INFORMATION

This is a Request for Quotation (RFQ) for Non-personal Services as Musician for Traditional Protestant Services at the U. S. Army Garrison (USAG) Katterbach Chapel in accordance with the Performance Work Statement (PWS) in Attachment I, 2 pages.

The services will be required for a basic contract period of twelve (12) months after award date of a resulting contract.

Target contract period is: 1 May 2007 – 30 April 2008.

Services may be required to be performed on legal American and /or German Holidays

The quantities of services included in this solicitation are estimates only, and in any future order that may result from this solicitation, payment will only apply to services actually performed. Payments will be made on a monthly basis.

Primary work location:

USAG Ansbach, Katterbach Chapel,
Heliport Kaserne, Bldg. # 5819
91522 Katterbach (Ansbach), Germany

The price associated with the services described in the Performance Work Statement is anticipated to be within a range of \$7,200.00 and \$9,000.00

Points of Contact at the USAG Ansbach Chaplain's office:

CH (LTC) Larry Blum, USAG Ansbach Chaplain
Tel: DSN 467-2785 or -2544 or Comm: 09802-83-2785 or -2544

or Ms. Evangeline Pilapil, Tel: DSN 467-2544 or Civ: 09802-83-2544

Point of Contact at the RCO Franconia, Sub Office Ansbach:
Mr. Jos Hoes
DSN: 468-7939 or -934
Comm: 0981-183-939 or -934

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Sunday worship services FFP Traditional protestant congregations: Musical accompaniment for protestant worship services, special events and rehearsals in accordance with the PWS paragraph 4a. FOB: Destination PURCHASE REQUEST NUMBER: WK4TM96255N010	52	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Rehearsals FFP Traditional protestant congregations: Musical accompaniment for choirs, ensembles, soloists, both vocal and instrumental as directed by Chaplain/Pastor in accordance with the PWS paragraph 4b. FOB: Destination PURCHASE REQUEST NUMBER: WK4TM96255N010	52	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	Special services FFP Traditional protestant congregations: Musical accompaniment for special services as directed by Chaplain/Pastor in accordance with the PWS paragraph 4c. FOB: Destination PURCHASE REQUEST NUMBER: WK4TM96255N010	25	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Special rehearsals FFP Traditional protestant congregations: Rehearsals as requested by the Chaplain/Pastor for the purpose of preparation for special services. Musical accompaniment for choirs, ensembles, soloists, both vocal and instrumental as directed by Chaplain/Pastor in accordance with the PWS paragraph 4d FOB: Destination PURCHASE REQUEST NUMBER: WK4TM96255N010	25	Each		

NET AMT

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
7500					

**CONTRACTOR MANPOWER REPORTING (CMR)
FFP**

The Contractor shall report all Contractor manpower (to include subcontractor manpower) employed for the performance of this contract. The Contractor shall complete all required fields in the reporting system using the web address: <https://cmra.army.mil/> - The requiring activity will assist the Contractor with the reporting requirement as necessary. The Contractor may enter reports at any time during the reporting period, which is defined as the contract's period of performance not to exceed 12 months ending 30 September of each Government fiscal year. Reporting should be completed no later than 31 Oct following the fiscal year during which the contract is in place. Reporting must be completed for every year or part of a year for which the contract is in place. **THIS LINE ITEM IS NOT SEPARATELY PRICED!**

FOB: Destination

PURCHASE REQUEST NUMBER: WK4TM96255N010

NET AMT

CLAUSES INCORPORATED BY REFERENCE

52.212-4	Contract Terms and Conditions--Commercial Items	SEP 2005
52.225-13	Restrictions on Certain Foreign Purchases	FEB 2006
52.225-14	Inconsistency Between English Version And Translation Of Contract	FEB 2000
252.222-7002	Compliance With Local Labor Laws (Overseas)	JUN 1997
252.225-7042	Authorization to Perform	APR 2003
252.229-7000	Invoices Exclusive of Taxes or Duties	JUN 1997
252.229-7001 Alt I	Tax Relief (Jun 1997) - Alternate I	JUN 1997
252.233-7001	Choice of Law (Overseas)	JUN 1997
252.247-7023 Alt III	Transportation of Supplies by Sea (May 2002) Alternate III	MAY 2002

CLAUSES INCORPORATED BY FULL TEXT

52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (SEP 2006)

(a) North American Industry Classification System (NAICS) code and small business size standard. The NAICS code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.

(b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation. As a minimum, offers must show--

- (1) The solicitation number;
 - (2) The time specified in the solicitation for receipt of offers;
 - (3) The name, address, and telephone number of the offeror;
 - (4) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
 - (5) Terms of any express warranty;
 - (6) Price and any discount terms;
 - (7) "Remit to" address, if different than mailing address;
 - (8) A completed copy of the representations and certifications at FAR 52.212-3 (see FAR 52.212-3(k) for those representations and certifications that the offeror shall complete electronically);
 - (9) Acknowledgment of Solicitation Amendments;
 - (10) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and
 - (11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.
- (c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 30 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.
- (d) Product samples. When required by the solicitation, product samples shall be submitted at or prior to the time specified for receipt of offers. Unless otherwise specified in this solicitation, these samples shall be submitted at no expense to the Government, and returned at the sender's request and expense, unless they are destroyed during preaward testing.
- (e) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.
- (f) Late submissions, modifications, revisions, and withdrawals of offers:
- (1) Offerors are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that offers or revisions are due.
 - (2)(i) Any offer, modification, revision, or withdrawal of an offer received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is

received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(A) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of offers; or

(B) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(C) If this solicitation is a request for proposals, it was the only proposal received.

(ii) However, a late modification of an otherwise successful offer, that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the offer wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(4) If an emergency or unanticipated event interrupts normal Government processes so that offers cannot be received at the Government office designated for receipt of offers by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(5) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before the exact time set for receipt of offers, subject to the conditions specified in the solicitation concerning facsimile offers. An offer may be withdrawn in person by an offeror or its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

(g) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

(h) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

(i) Availability of requirements documents cited in the solicitation. (1)(i) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, and copies of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained for a fee by submitting a request to--GSA Federal Supply Service Specifications Section, Suite 8100, 470 East L'Enfant Plaza, SW, Washington, DC 20407, Telephone (202) 619-8925, Facsimile (202) 619-8978.

(ii) If the General Services Administration, Department of Agriculture, or Department of Veterans Affairs issued this solicitation, a single copy of specifications, standards, and commercial item descriptions cited in this solicitation may be obtained free of charge by submitting a request to the addressee in paragraph (i)(1)(i) of this provision. Additional copies will be issued for a fee.

(2) Most unclassified Defense specifications and standards may be downloaded from the following ASSIST websites:

(i) ASSIST (<http://assist.daps.dla.mil>).

(ii) Quick Search (<http://assist.daps.dla.mil/quicksearch>).

(iii) ASSISTdocs.com (<http://assistdocs.com>).

(3) Documents not available from ASSIST may be ordered from the Department of Defense Single Stock Point (DoDSSP) by--

(i) Using the ASSIST Shopping Wizard (<http://assist.daps.dla.mil/wizard>);

(ii) Phoning the DoDSSP Customer Service Desk (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) Nongovernment (voluntary) standards must be obtained from the organization responsible for their preparation, publication, or maintenance.

(j) Data Universal Numbering System (DUNS) Number. (Applies to all offers exceeding \$3,000, and offers of \$3,000 or less if the solicitation requires the Contractor to be registered in the Central Contractor Registration (CCR) database. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" or "DUNS +4" followed by the DUNS or DUNS +4 number that identifies the offeror's name and address. The DUNS +4 is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the offeror to establish additional CCR records for identifying alternative Electronic Funds Transfer (EFT) accounts (see FAR Subpart 32.11) for the same parent concern. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. An offeror within the United States may contact Dun and Bradstreet by calling 1-866-705-5711 or via the internet at <http://www.dnb.com>. An offeror located outside the United States must contact the local Dun and Bradstreet office for a DUNS number.

(k) Central Contractor Registration. Unless exempted by an addendum to this solicitation, by submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the CCR database prior to award, during performance and through final payment of any contract resulting from this solicitation. If the Offeror does not become registered in the CCR database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror. Offerors may obtain information on registration and annual confirmation requirements via the Internet at <http://www.ccr.gov> or by calling 1-888-227-2423 or 269-961-5757.

(l) Debriefing. If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(1) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(2) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(3) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(4) A summary of the rationale for award;

(5) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(6) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.

(End of provision)

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers: PRICE (See also Addendum to FAR 52.212-2)

Technical and past performance, when combined, are N/A

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(End of clause)

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (NOV 2006)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(2) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

___ (2) 52.219-3, Notice of HUBZone Small Business Set-Aside (Jan 1999) (15 U.S.C. 657a).

___ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JUL 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

- ___(4) [Removed].
- ___ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).
- ___ (ii) Alternate I (OCT 1995) of 52.219-6.
- ___ (iii) Alternate II (MAR 2004) of 52.219-6.
- ___ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (JUNE 2003) (15 U.S.C. 644).
- ___ (ii) Alternate I (OCT 1995) of 52.219-7.
- ___ (iii) Alternate II (MAR 2004) of 52.219-7.
- ___ (7) 52.219-8, Utilization of Small Business Concerns (MAY 2004) (15 U.S.C. 637 (d)(2) and (3)).
- ___ (8)(i) 52.219-9, Small Business Subcontracting Plan (SEP 2006) (15 U.S.C. 637(d)(4)).
- ___ (ii) Alternate I (OCT 2001) of 52.219-9
- ___(iii) Alternate II (OCT 2001) of 52.219-9.
- ___ (9) 52.219-14, Limitations on Subcontracting (DEC 1996) (15 U.S.C. 637(a)(14)).
- ___ (10)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (SEP 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- ___ (ii) Alternate I (JUNE 2003) of 52.219-23.
- ___ (11) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (OCT 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- ___ (12) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- ___ (13) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004).
- ___ (14) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).
- ___ (15) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (JAN 2006) (E.O. 13126).
- ___ (16) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
- ___ (17) 52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).
- ___ (18) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).
- ___ (19) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).
- ___ (20) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

___ (21) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

___ (22)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (AUG 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

___ (ii) Alternate I (AUG 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(c)).

___ (23) 52.225-1, Buy American Act--Supplies (JUNE 2003) (41 U.S.C. 10a-10d).

___ (24)(i) 52.225-3, Buy American Act--Free Trade Agreements--Israeli Trade Act (NOV 2006) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).

___ (ii) Alternate I (JAN 2004) of 52.225-3.

___ (iii) Alternate II (JAN 2004) of 52.225-3.

___ (25) 52.225-5, Trade Agreements (NOV 2006) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

X (26) 52.225-13, Restrictions on Certain Foreign Purchases (FEB 2006) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of Treasury).

___ (27) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (42 U.S.C. 5150).

___ (28) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (42 U.S.C. 5150).

___ (29) 52.232-29, Terms for Financing of Purchases of Commercial Items (FEB 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (30) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

___ (31) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (OCT 2003) (31 U.S.C. 3332).

___ (32) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332).

___ (33) 52.232-36, Payment by Third Party (MAY 1999) (31 U.S.C. 3332).

___ (34) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

___ (35)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

___ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: [Contracting Officer check as appropriate.]

___ (1) 52.222-41, Service Contract Act of 1965, as Amended (JUL 2005) (41 U.S.C. 351, et seq.).

____ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

____ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (February 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) (1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEP 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (DEC 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (Jul 2005), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

<http://farsite.hill.af.mil>

<http://farsite.hill.af.mil/VDFDARA.HTM>

(End of clause)

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (JAN 2007)

(a) The Contractor agrees to comply with the following Federal Acquisition Regulation (FAR) clause which, if checked, is included in this contract by reference to implement a provision of law applicable to acquisitions of commercial items or components.

 X 52.203-3 Gratuities (APR 1984) (10 U.S.C. 2207).

(b) The Contractor agrees to comply with any clause that is checked on the following list of Defense FAR Supplement clauses which, if checked, is included in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items or components.

 X 252.225-7012 Preference for Certain Domestic Commodities (JUN 2004) (10 U.S.C. 2533a).

(c) In addition to the clauses listed in paragraph (e) of the Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items clause of this contract (Federal Acquisition Regulation 52.212-5), the Contractor shall include the terms of the following clauses, if applicable, in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7012 Preference for Certain Domestic Commodities

(End of clause)

252.225-7041 CORRESPONDENCE IN ENGLISH (JUNE 1997)

The Contractor shall ensure that all contract correspondence that is addressed to the United States Government is submitted in English or with an English translation.

(End of clause)

CCE 204-4000 U.S. AND HOST NATION HOLIDAYS (March 2005)

US Holidays Work shall be performed on U.S. holidays occurring during the normal workweek unless otherwise directed by the contracting officer. When a U.S holiday occurs on a Saturday or a Sunday, the holiday is observed on the preceding Friday or following Monday, respectively.

Host Nation Holidays Work can be performed on local Host Nation* holidays occurring during the normal workweek unless otherwise directed by the contracting officer.

* Local host nation holidays occur in the region/state where contract performance takes place.

The U.S. holidays are:

New Year's Day	January 1 st
M L King Memorial Day	3d Monday in January
Presidents' Day	3d Monday in February
Memorial Day	last Monday in May
Labor Day	1st Monday in September
Columbus Day	2d Monday in October
Veterans' Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th

The German national and local holidays are:

New Years Day	01 January
Three King's Day (Only in Baden Wurttemberg and Bavaria)	06 January
Good Friday	Varies
Easter Monday	Varies
Labor Day	01 May
Ascension Day	Varies
Whit Monday	Varies
Corpus Christi (Only in Baden-Wurttemberg, Bavaria, Hessen, Nordrhein- Westphalia, Rhineland-Palatinate and Saarland)	Varies
Assumption Day (Only in Saarland and Roman Catholic areas of Bavaria)	15 August
Day of German Unity	03 October
All Saints' Day (Only in Baden-Wuerttemberg, Bavaria, North Rhine-Westphalia, Rhineland-Palatinate and Saarland)	01 November
1st Christmas	25 December
2nd Christmas Day	26 December

CCE 225-4000 AUTHORIZATION TO PERFORM SERVICES IN GERMANY (March 2005)

Contractors performing services in the Federal Republic of Germany (FRG) shall comply with German law. The Contractor shall determine whether performance requires registration with German authorities or authorization to do

business in Germany and, if so, shall comply with all requirements. Whether or not registration or authorization to do business is required, the Contractor also shall determine what documents or authorization its employees and any subcontractor employees must possess to work in Germany. The Contractor shall ensure affirmatively that its employees and subcontractor employees possess such documents or authorizations.

Contractor employees who:

- (a) are not nationals of Germany or other European Union countries, and
- (b) are not members of the force, the civilian component or their dependents, and
- (c) do not have assimilated status under Articles 71, 72, or 73 of the Supplementary Agreement to the NATO SOFA shall possess work and residence permits.

By acceptance of and performance under this contract and any task orders or delivery orders issued hereunder, the Contractor affirms that it has complied with the requirements above.

Compliance with this clause and German law is a material contract requirement. Noncompliance by the Contractor or Subcontractor at any tier shall be grounds for issuing a negative past performance evaluation and terminating this contract, task order, or delivery order for default.

CCE 225-4001 INSTALLATION CLEARANCE REQUIREMENTS (March 2005)

(a) Access to U.S. installations and controlled areas is limited to personnel who meet security criteria and are authorized by Host Nation law to work in that country. Failure to submit required information/data and obtain required documentation or clearances in accordance with AE Regulation 190-16, Installation Access Control, will be grounds for denying access to U.S. installations and controlled areas. The Contractor is responsible to ensure that any Subcontractor used in performance of this contract complies with these requirements and that all employees, of both the Contractor and any Subcontractor utilized by the contractor, are made aware of and comply with these requirements.

(b) The Contractor is responsible for being aware of and complying with the requirements associated with Installation Access Control. The Government is not liable for any costs associated with performance delays due solely to a firm's failure to comply with Installation Access Control (IAC) processing requirements.

(c) The Contractor is responsible for returning installation passes to the issuing Installation Access Control Office (IACO) when the contract is completed or when a contractor employee no longer requires access.

(d) AE 190-16 (and AE 190-16-G German translation) can be found on the following website:
<http://www.hq.usacce.army.mil/>

(e) Below is the responsible Organizational Sponsor & Installation Access Control Office for this contract:

Organizational Sponsor: USAG Ansbach - Chaplain's Office, Chaplain (LTC) Larry E. Blum

Location: Katterbach Kaserne, Ansbach-Katterbach - Building No: 5819

DSN Phone No: 467-2785 / Commercial Phone No: 09802-83-2785

Installation Access Control Office: USAG Ansbach, Provost Marshall Office (PMO)

Location: Barton Barracks, Ansbach - Building No: B-5257

DSN Phone No: 468-7891 / Commercial Phone No: 0981-183-891

CCE 225-4003 NOTICE OF CONTRACTOR RESPONSIBILITY TO HOST NATION (March 2005)

This is a non-personal service contract with an individual acting as an independent contractor. As such, the contractor is not an employee of the U.S. Government and it is solely the contractor's responsibility to determine his/her reporting and payment responsibilities under Host Nation tax and labor laws. Status as a member of the U.S. Forces under the NATO SOFA Supplementary Agreement does not in itself relieve the contractor of responsibilities under Host Nation laws. Contractor should consult appropriate authorities and advisors on these matters. Department of Defense military and civilian personnel will not provide advice in these matters. Contractor shall hold harmless the U.S. Government for any liability that may arise from the contractor's noncompliance with Host Nation laws.

CCE 232-4001 FOREIGN VENDORS REQUESTING PAYMENT VIA ELECTRONIC FUNDS TRANSFER (March 2005)

Foreign vendors requesting payment via Electronic Funds Transfer (EFT) shall provide the following information on their invoice at time of invoice submission. Only one EFT instruction per invoice is authorized.

SWIFT CODE

BLZ or BANK ROUTING NUMBER

ACCOUNT NUMBER

BANK NAME

International Bank Account Number (IBAN) (If Applicable) ---

CCE 237-4000 CONTRACTOR IDENTIFICATION REQUIREMENT (March 2005)

All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious are required to identify themselves as such to avoid being mistaken for Government officials. Contractors performing work at Government workplaces will provide their employees with an easily readable identification (ID) badge indicating the employee's name, the contractor's name, the functional area of assignment, and a recent color photograph of the employee. Contractors shall require their employees wear the ID badges visibly when performing work at Government workplaces. Contractor personnel must also ensure that all e-mails, documents or reports they produce are suitably marked as contractor products or that contractor participation is appropriately disclosed.

SPECIAL INSTRUCTIONS

SUB-CONTRACTING – NON PERSONAL SERVICE CONTRACTS

a. The contractor will provide a qualified substitute for all periods of time he/she cannot perform the services. Substitutes must be approved by the Contracting Officer. The request for approval of a substitute must include:

- (1) Qualifications of the substitute
- (2) Evaluation of the qualifications and concurrence of the Requiring Activity
- (3) Relationship between the substitute and the Requiring Activity, if any
- (4) Current employment status of the substitute
- (5) Copy of the following documents:

- | | |
|--------------------------------------|---|
| (a) for Family Members: | Identification and Privilege Card (ID) |
| (b) for Members of the EC Countries: | Personalausweis or Reisepass |
| (c) for Members of Non-EC Countries: | Aufenthaltsgenehmigung (residence permit and Arbeitserlaubnis
(work permit)) |

b. The substitute shall have no claim whatsoever against the Government for services rendered and the price to be paid to the substitute shall be a matter entirely between the Contractor and the substitute.

c. The contractor will identify all absences (except for emergencies) for the duration of the contract within two weeks of the contract being signed and will propose a written plan to the Point of Contact, to cover every aspect of the contract while he/she is absent.

d. In the event the Contractor fails to provide a satisfactory substitute to perform at any time which the Contractor does not perform, the Contractor hereby authorizes the Contracting Officer to procure the services of a satisfactory substitute for the account of the Contractor. The amount paid or owed to the substitute by the Government for such services shall be deducted from any amount due to the Contractor under this contract. This provision imposes no obligation on the Contracting Officer to exercise the foregoing authority and shall not be construed to diminish the rights of the Government under the clause entitled "Termination".

ADDENDA

ADDENDUM TO FAR 52.212-1, INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS

FAR 52.212-1 is hereby amended to reflect the changes shown below as to the specific paragraph revised.

Para (a) (on small business size and identification). This does not apply to this solicitation.

Para (b) Submission of Offers. The following amends this paragraph with respect to the information and documents required for submission to this solicitation:

- Quote a price for each line item in the Request for Quotation (RFQ).
- Provide transcripts, letters of recommendations and/or other information to document that you meet the qualifications required in the Performance Work Statement (PWS)
- In addition, submit the following documents with the quotation:

a. for Family Members:	Copy of Identification and Privilege Card (ID; copy of both sides) and DEROS date.
b. for Members of the EC countries:	Copy of Personalausweis or Reisepass
c. for Members of Non-EC countries:	Aufenthaltsgenehmigung and Arbeitserlaubnis (residence and work permit)

- Return completed packet by mail, fax or e-mail to:

Regional Contracting Office Franconia
Sub-Office Ansbach
ATTN: Jos Hoes
Bleidorn Housing Area, Bldg 5083
91522 ANSBACH

or

Regional Contracting Office Franconia
Sub-Office Ansbach
ATTN: Jos Hoes
Unit 28614
APO AE 09177

FAX: Comm: 0981-183-902

E-mail address: jos.hoes@us.army.mil

- Additional information:

a. Your price quote is for a non-personal service contract and it is important that you understand the terms and conditions of the contract. Some examples are:

Termination for Convenience of the Government: The Government can terminate the contract when services are no longer needed.

Termination for Cause: If the contractor fails to perform the services or any of the provisions of the contract. The contractor could be liable to the Government for any excess reprourement costs for the services. The contractor has no authority to just terminate the contract.

b. This is not a contract for employment, rather it is a contract for services, therefore an employer-employee relationship does not exist.

c. Read the Performance Work Statement carefully prior to submitting a quotation.

d. We recommend that you do not release your price quotation to anyone other than the RCO Franconia.

Para (h) Multiple Award. This is amended as to state that only one (1) award will be made from this solicitation.

Para (i) Availability of Requirements document cited in the solicitation. This paragraph does not apply to this solicitation.

ADDENDUM TO FAR 52.212-2, EVALUATION – COMMERCIAL ITEMS

- Only one contract will be awarded from this solicitation. Award will be on an “ALL OR NONE” basis. Price quotes for less than all of the solicited services will be rejected as nonconforming and unacceptable to the solicitation.

- Evaluation of offers will be made based on price, provided the qualification required in the Performance Work Statement (PWS) are met.

- FOB: Destination

ATTACHMENT I**PERFORMANCE WORK STATEMENT (PWS)**

1. General. The Musician is to provide appropriate instrumental musical support during the designated worship service.

2. Purpose. The Contractor must accomplish the following implied tasks and activities to effectively provide the instrumental music services noted above.

a. Coordinate all musical selections with the Chaplain/Pastor of the congregation or his/her designated representative to select music in keeping with the theme of the worship service.

b. Accompany choir/solo music presentations that enhance the atmosphere of worship for the particular congregation.

c. Coordinate with the worship leader and adjust tempo and style of choir accompaniment to enhance the congregation's ability to participate in worship.

d. Provide music selections to the Chaplain/Pastor in time to be published in the bulletin for the service.

3. Hours. Generally, the contractor shall provide services during a period that begins 15 minutes prior to the scheduled worship service, rehearsal, and program and concludes 15 minutes following the conclusion of the event. The contractor may be required to provide services on legal American holidays.

4. The Contractor shall provide the following specific services. Provide quality musical accompaniment for worship services, special events and rehearsals.

a. Sunday Worship Services – Traditional Protestant Congregations: Provide quality musical accompaniment for the congregation, choir, ensembles, and soloists, both vocal and instrumental IAW the Chaplain/Pastor's guidance.

b. Rehearsals – Traditional Protestant Congregations: Provide accompaniment for choirs, ensembles, soloists, both vocal and instrumental as directed by the Chaplain/Pastor.

c. Special Services – Traditional Protestant Congregations: Provide musical accompaniment for special services as directed by the Chaplain/Pastor.

d. Special Rehearsals – Traditional Protestant Congregation: Requested rehearsals by the Chaplain/Pastor for the purpose of preparation for special services. Provide accompaniment for choirs, ensembles, soloists, both vocal and instrumental as directed by the Chaplain/Pastor.

5. Qualification.

a. Chapel Experience or Civilian Church Experience: Experience playing in a Chapel or Civilian Church is not required. A contractor with such playing experience could be considered for a contract over someone with no such experience.

b. Contractor must be able to read music and play most hymns in the armed forces hymnal.

c. No music education level is required. A contractor with musical education could be considered for a contract over someone with no musical education experience.

6. Appearance. The contractor shall present a well-groomed appearance at all times during the performance of this contract.

7. Invoices: Contractor will submit a monthly invoice each month to the U.S. Army Garrison (USAG) Chaplain office.



DEPARTMENT OF THE ARMY
UNITED STATES ARMY CONTRACTING COMMAND, EUROPE
REGIONAL CONTRACTING OFFICE WUERZBURG
FAULENBERG KASERNE, GEB. 216
97076 WUERZBURG



SFCA-ECW
Office of the Chief

27 June 2005

IMPORTANT NOTICE

To all Vendors, Contractors, and Governmental Agencies

Effective 1 October 2005, ALL individuals, businesses, and governmental entities doing business with the U.S. Army Contracting Command Europe will be required to:

1. Have a valid and active Data Universal Numbering System (DUNS) number
2. Obtain a Contractor and Government Entity (CAGE) Code if you are a US firm or a NATO CAGE if you are a Foreign Vendor.
3. Register in the Central Contractor Registration (CCR) Data Base (Registration was already mandatory for US Vendors; now Foreign Vendors must also comply.)
4. Provide a Tax Identification Number (US Firms)/Value Added Tax Exemption number (All Foreign Vendors).

In accordance with Federal Acquisition Regulation (FAR) 25.003, a foreign vendor is defined as a contractor or subcontractor organized or existing under the laws of a country other than the United States.

In accordance with FAR 4.602(d), a DUNS number which is a nine-digit number assigned by DUN and Bradstreet Information Services to an establishment, is the Contractor Identification Number for Federal contractors. Foreign vendors can obtain the DUNS number from www.dnb.com/de.

Telephone: 06151-1375-777/888
Fax: 06151-1375675

US Firms can obtain the DUNS from
http://www.dnb.com/us/duns_update/index.html

Telephone: 800-234-3867
Email address: custserv@dnb.com

Foreign vendors can obtain its NATO Contractor and Government Entity (CAGE) Code from http://www.dlis.dla.mil/nato_poc.asp PRIOR to logging on to the CCR website.

Registration in the CCR Data Base can be accomplished via the Internet and will automatically assign a CAGE code to your firm if you are a US Vendor.

In the future, vendors will be prohibited from conducting business with the U.S. Army Contracting Command Europe if they are not registered with CCR. To assist you in your registration, follow the instructions provided below after obtaining the DUNS number and a CAGE Code:

1. Go to CCR's homepage at <http://www.ccr.gov>

2. Click on "Start New Registration."
3. When prompted, enter your DUNS number. Click "Submit".
4. Provide all mandatory information and any applicable optional Information. (Mandatory information is marked in green with an *next to it.)
5. Click "Validate/Save" when finished entering all your information on each page.

HELPFUL HINT: At the CCR registration web page, there is a "CCR-Handbook Tab" available to assist you in the registration process. There you will find 3 helpful links to support your registration process.

Registration in CCR for Foreign vendors and US Firms is valid for ONLY one year. Therefore, it is imperative that you keep the Trading Partner Identification Number (TPIN) initially assigned to you when you registered in CCR. It will be needed when you update your registration.

If you are a US Firm and have any questions or require assistance regarding CCR registration, please contact Ms. Joanna Rodriguez at 011-49-621-487-3213 or send an email to joanna.rodriguez@us.army.mil. All Foreign vendors can contact Mr. Thomas Copeland at 0621-487-3206, email thomas.copeland1@us.army.mil for assistance.

We value our business relationship with you and look forward to many more years of association. Please help us avoid the possibility that our relationship will be interrupted in the future, by completing the CCR registration process **now**. We thank you for your understanding and appreciate your support.

Sincerely,



EILEEN HIPE
Chief, Regional Contracting Office
Würzburg



DEPARTMENT OF THE ARMY
UNITED STATES ARMY CONTRACTING COMMAND, EUROPE
REGIONAL CONTRACTING OFFICE WUERZBURG
FAULENBERG KASERNE, GEB 216
97076 WUERZBURG



SFCA-EU-W
Office of the Chief

27 Juni 2005

WICHTIGE MITTEILUNG

AN ALLE VERTRAGSNEHMER UND REGIERUNGSSTELLEN

Ab dem 1. Oktober 2005 muessen ALLE Einzelpersonen, Firmen, und Regierungsstellen, die mit dem U.S. Army Contracting Command Europe in Vertragsbeziehungen stehen, oder eintreten wollen, folgende Voraussetzungen erfuellen:

1. Eine aktuelle Data Universal Numbering System (DUNS) Nummer haben.
2. Einen aktuellen NATO Cage Code (Firmen ausserhalb der USA) oder CAGE Code (nur US Firmen) haben.
3. In der Zentralen Vertragsnehmer Datenbank (CCR) registriert sein. **(Die Registrierung war für US-Firmen bereits verbindlich, jetzt jedoch ist dies auch für Ausländische Firmen unerlässlich.)**
4. Eine Tax Identification Number (US Firmen)/Umsatzsteuernummer (Alle Nicht US Firmen).

In Übereinstimmung mit der Federal Acquisition Regulation (FAR) 25.003, wird als ausländischer Vertragsnehmer oder ausländischer Untervertragsnehmer definiert, wer unter den Gesetzen eines anderen Landes als die Vereinigten Staaten tätig ist.

In Übereinstimmung mit FAR 4.602(d), wird US Vertragsnehmern eine neunstellige "Data Universal Numbering System" (DUNS) Nummer von DUN & Bradstreet Information Services zugewiesen.

Ausländische Firmen können eine DUNS Nummer unter der folgender Website www.dnb.com/de bekommen.
Tel.: 06151-1375-777/888, Fax: 06151-1375675

Amerikanische Firmen koennen Ihre DUNS Nummer unter folgender Website bekommen:

http://www.dnb.com/us/duns_update/index.html

Telephone: 800-234-3867
Email address: custserv@dnb.com

Ausländische Firmen können Ihren NATO Contractor and Government Entity (CAGE) Code unter folgender Website bekommen **http://www.dlis.dla.mil/nato_poc.asp**, bevor sie auf die CCR-Website gehen.

Die Registrierung in der CCR-Datenbank kann durch das Internet erfolgen. Amerikanische Firmen wird bei dieser Registrierung automatisch ein CAGE Code zugeteilt.

Um auch in Zukunft Ihre Geschäftsbeziehung mit dem U.S. Army Contracting Command Europe aufrecht zu erhalten, ist es absolut unerlässlich sich in der CCR-Datenbank zu registrieren. Bitte nehmen Sie dies zur Kenntnis und befolgen Sie die unten aufgeführten Schritte um sich zu registrieren. Allerdings ist für diese Registrierung vorher eine DUNS Nummer und einen CAGE Code,

1. Gehen Sie zur CCR Homepage <http://www.ccr.gov/>
2. Markieren Sie "Start New Registration"
3. Geben Sie Ihre DUNS Nummer ein und markieren Sie "Submit"
4. Alle unbedingt erforderlichen Angaben sind mit einem grünen "*" versehen.
5. Den jeweiligen Menüpunkt schliessen Sie mit "Validate/Save Data" ab.

Hilfreicher Hinweis: Auf der CCR Website befindet sich ein Link (Aktenreiter) mit der Aufschrift "CCR Handbook". Dort befinden sich 3 hilfreiche Links die Sie bei der Registrierung unterstützen.

Die Registrierung in der CCR-Datenbank ist nur für 1 Jahr gültig. Danach ist es unbedingt notwendig, daß Sie Ihre Registrierung erneuern, indem Sie die bei der erstmaligen Registrierung erhaltene Trading Partner Identification Nummer, die sogenannte TPIN, gut aufbewahren. Diese benötigen Sie um Ihre Registrierung zu erneuern.

Falls Sie eine Amerikanische Firma sind und noch Fragen haben oder Unterstützung bei Ihrer Registrierung benötigen, setzen Sie sich bitte mit Joanna Rodriguez unter 011-49-621-487-3213 oder schicken Sie eine E-mail an joanna.rodriguez@us.army.mil.

Alle ausländischen Firmen können sich mit Thomas Copeland unter 0621-487-3206 oder E-mail thomas.copeland1@us.army.mil in Verbindung setzen, falls Sie Fragen haben oder Unterstützung bei der Registrierung benötigen.

Wir schätzen Sie als unseren Geschäftspartner und freuen uns auf viele Jahre weiterer guter Zusammenarbeit mit Ihnen. Bitte helfen Sie uns damit es auch so bleibt und führen Sie die Registrierung in der CCR-Datenbank sofort durch. Wir bedanken uns für Ihr Verständnis und Ihre Unterstützung in dieser Angelegenheit.

Hochachtungsvoll,



EILEEN HIPE
Chief, Regional Contracting Office
Würzburg